



Keneilwe Regina Mosiane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job with customer service or anything that has to do with administrator as it is my current job. I am well-organised lady with effective communication skills and able to adapt to the changing environment as well as uphold values of integrity and honesty my current objective is to enhance my skills for the organisation that I will be part of, whilst attaining personal and professional growth as well. I am able to work in cultural diverse place which may acquire me to work in a team, always willing to learn and supply my academic knowledge to my work I am goal oriented and self-motivated person, I have great interpersonal skills and work well with others. I am able to maintain professionalism at all times will be a good asset to the company as I believe in myself and my abilities to bring forth good results.

Preferred occupation Administrators
 Administrative jobs

Banking
Finance jobs

Preferred work location East Rand
 Gauteng

Contacts and general information about me

Day of birth 1983-08-10 (40 years old)

Gender Female

Residential location East Rand
 Gauteng

Telephone number *Information is available only for registered users.*
 [Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2012.01 iki 2014.05**
 Company name CELL C
 You were working at: Agents
 Occupation Call Center agent
 What you did at this job position? Sim swap, Handling customer's billing queries, Technical queries, Downgrade or upgrade accounts,

Working period **nuo 2014.05 iki 2017.06**
 Company name Multichoice entertainment
 You were working at: Agents
 Occupation Call center agent
 What you did at this job position? Setup new account, Manage customer's account, Dealing with technical queries and

Working period **nuo 2017.06 iki dabar**
 Company name NET1 Technologies
 You were working at: Administrators
 Occupation Helpdesk Administrators
 What you did at this job position? Handling SASSA accounts, Replying emails (written correspondence), Responding to ATM queries, Have a technical background and troubleshoot telepathically

Education

Educational period **nuo 2002.01 iki 2002.12**
 Degree Grade 12 / Matric
 Educational institution St Anthony's Matric Project
 Educational qualification Matric
 I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	good	good	good
Setswana	fluent	fluent	fluent
Sesotho	good	good	good
Sepedi	good	good	good

Computer knowledge

MS Word, MS Windows, MS Excel, Internet and spreadsheet.

Conferences, seminars

Church conference

Work conference

Motivational conference

Additional information

Your hobbies	Weight lifting Hanging out with friends Watching Movies
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2007-02-00 (17 years)
Salary you wish	16000 R per month
How much do you earn now	13000 R per month